

## REPORT OF SPECIAL ELECTION RESULTS INSTRUCTIONS

Read ARS §15-481, 482 and 491 for legislation on the different elections.

### **Election Dates**

Bond elections may be held on the first Tuesday after the first Monday in November. Override and Bond elections may be held on the second Tuesday in March and the third Tuesday in May.

The district name, county and CTD number have to be filled otherwise you will not know who to credit for the following elections.

When forms come in check that all pertinent information is filled out.

Date of Election and Number of Eligible Voters must be filled

### Override Elections

**Revenue Control Limit:** make sure the percentage, the number of years, the amount and the yes and no votes are filled, this will tell whether the override passed or failed. The maximum percentage allowed is 10% of the revenue control limit and the maximum number of years is 7.

Section A.: is by a levy of taxes

Section B.: is by other than a levy of taxes may be used only by districts with a zero tax rate and a sufficient M&O balance.

**K-3 Revenue Control Limit:** make sure the percentage, the number of years, the amount and the yes and no votes are filled, this will tell whether the override passed or failed. The maximum percentage allowed is 5% of the revenue control limit.

Section C.: is by a levy of taxes

Section D.: is by other than a levy of taxes

**Capital Outlay Revenue Limit:** make sure the percentage, the number of years, the amount and the yes and no votes are filled, this will tell whether the override passed or failed.

Section E.: is by a levy of taxes

Section F.: is by other than a levy of taxes

Check the district budget Funds 006 or 007 for capital outlay, the school district shall not call an override election to exceed the capital outlay revenue limit in the same fiscal year of the election per ARS §15-1102 B.1. If they have something in these funds, contact the district and tell them that they can not spend over the percentage allowed or not have the election.

**Bond Election:** The purpose of the bond election, the number of yes and no votes and the amount has to be filled.

Enter the election results on the spreadsheet in Excel. The pathing is I:\sf\budg\override\oversum.xls. When entering the information on the spreadsheet it is self explanatory on what goes in each column. When entering the percentage for the different years usually it's for 7 years and the percentage is 10 for the first 5 years and 6.7% for the 6th year and 3.3% for the last year.

Then enter the override information to the BUDG25 file on Access only if the election passes. The Access file pathing is I:\sf\budg\2575\1997\BUDG25.mdb. On the Access file under the column MOOR you enter the percentage from "A" or "B" of the Revenue Control Limit line. Under column K3OR enter the percentage from "C" or "D" of the K-3 Revenue Control Limit line. Under the K3DAT column enter the year of the election. Under the COOR column enter the amount from "E" or "F" from the Capital Outlay Revenue Limit line.